



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Paralegal II

Posting #SC0128N22

Opening Date: 1/28/2022

Closing Date: 2/7/2022

Anticipated Vacancy

Salary: \$37,064.25 - \$39,244.50 (85% - 90% of Midpoint) Pay Grade 11

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (Please check New Castle County on your application).

Summary Statement: This is para-professional legal work involving administrative and judicial proceedings regarding civil and/or criminal law.

Nature and Scope: This is the second level of paralegal work. The incumbent is responsible for reviewing law sources, maintaining case files, reviewing proposed legislation, assisting with preparation of legal pleadings, interviewing parties to gather information for completion of various legal and/or court documents, attending assignment-related motion hearings and trials, and working with counsel to coordinate related matters. Provide back up support for all other paralegal staff.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. One year experience in preparing and maintaining legal documents and case files.
2. One year experience in legal research such as researching statutes, regulations, case law and background information.
3. One year experience in analyzing and evaluating data.
4. One year experience in interpreting laws, rules, regulations, standards, policies, and procedures.
5. Knowledge of interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

Conditions of Employment:

- The Delaware Judicial Branch takes its responsibilities for ensuring a safe workplace while providing an essential public service for those who are required to come into the courthouse seriously. In order to protect the health and safety of its employees and the public, all new hires will need to provide to Human Resources proof of full vaccination against COVID-19 within 30 days of their hire date.
- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits/> .

Submitting Your Application: Visit the website <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer